

Indiana State Library Staff Association collection L445

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Describing Archives: A Content Standard

Rare Books and Manuscripts
140 North Senate Avenue
Indianapolis, Indiana, 46204
317-232-3671

Table of Contents

<u>Summary Information</u>	3
<u>Administrative History</u>	4
<u>Scope and Contents</u>	4
<u>Arrangement</u>	4
<u>Administrative Information</u>	5
<u>Controlled Access Headings</u>	6
<u>Collection Inventory</u>	7
<u>Series 1: Constitution and bylaws, 1965-1997</u>	7
<u>Series 2: Executive Committee minutes, 1943-2000; undated</u>	7
<u>Series 3: Financial documents, 1978-2006</u>	8
<u>Series 4: Officers and committees documents, 1956-2000; undated</u>	8
<u>Series 5: Newsletters, 1953-2001</u>	10
<u>Series 6: Correspondence, 1963-2003, undated</u>	10
<u>Series 7: Subject files, 1936-2001, undated</u>	10

Summary Information

Repository	Rare Books and Manuscripts
Creator	Indiana State Library Staff Association.
Title	Indiana State Library Staff Association collection
Date	1943-2005
Extent	2.5 Cubic feet 8 manuscript boxes
Language	English

Preferred Citation

Indiana State Library Staff Association collection, Rare Books and Manuscripts, Indiana State Library

Administrative History

An organizational meeting was held March 27, 1943, to discuss the benefits of such an organization and how to proceed. Hazel Hopper served as the first chairman, Margaret Harpe as the first secretary. Esther Agnew was elected as the first chairman, Martha Swindler elected as the first secretary. Meetings consisted of staff association business, including setting up a Flower and Gift Fund, and State Library business, some of which was related to the war effort. The Staff Association was involved with advising the administration on working conditions for staff, in its early days. The Staff Association effectively ended operations in 2007, due to decreased interest and participation of staff members. Edythe Huffman was the last and only officer to serve through 2007, as treasurer.

The Staff Association's purpose was to advance the interests and goals of the Indiana State Library, Indiana Historical Bureau, the Indiana Historical Society and the Indiana Commission on Public Records. Sponsored activities were either social or educational. The first meeting, held each September, was usually a trash-to-treasure auction. Other activities included picnics, hay rides, lectures, tours, holiday dinners, and Christmas caroling.

Information from within the collection and supplied by Edythe Huffman

Scope and Contents

This collection includes official Indiana State Library Staff Association documents, thank you cards, photographs, membership lists, and correspondence produced by various authors in Indiana and elsewhere, covering the years 1943–2001, dealing with business and finances.

Arrangement

This collection is arranged in the following series:

Series 1: Constitution and bylaws, 1965-1997

Series 2: Executive Committee minutes, 1943-2000; undated

Series 3: Financial documents, 1978-2006

Series 4: Officers and committees documents, 1956-2000; undated

Series 5: Newsletters, 1953-2001

Series 6: Correspondence, 1963-2003; undated

Series 7: Subject files, 1936-2001; undated

Administrative Information

Publication Information

Rare Books and Manuscripts

Conditions Governing Access

This collection is open for research.

Conditions Governing Use

Legal title, copyright, and literary rights reside with Rare Books and Manuscripts, Indiana State Library, Indianapolis, IN. All requests to publish or quote from manuscripts must be submitted to Rare Books and Manuscripts.

Custodial History

This collection was received by Rare Books and Manuscripts as a donation from the Indiana State Library Staff Association in 1982 and from Edythe Huffman in 2006.

Accruals

No further additions are expected.

Processing Information

Collection processing completed 2013/12/27 by Edythe Huffman. EAD finding aid created 2013/12/27 by Edythe Huffman.

Controlled Access Headings

Corporate Name(s)

- Indiana State Library Staff Association.

Subject(s)

- By-laws
- Corporate minutes
- Correspondence
- Employee handbooks
- Employee recreation
- Financial statements
- Newsletters

Series 1: Constitution and bylaws, 1965-1997

Collection Inventory

Series 1: Constitution and bylaws, 1965-1997		
	Box	Folder
Constitution, bylaws and resolutions, 1965-1978	1	1
Constitution and bylaws, 1984-1997; undated	1	2
Series 2: Executive Committee minutes, 1943-2000; undated		
	Box	Folder
Executive Committee minutes, 1943-1978	1	3
Minutes, 1977–1987	1	4
Minutes, 1982–1985	1	5
Executive Committee minutes, 1978–1982	2	1
Minutes, 1988–1998	2	2
Executive Committee minutes, 1976-1989	2	3
Executive Committee minutes, 1978–2000; undated	2	4

Series 3: Financial documents, 1978-2006

Series 3: Financial documents, 1978-2006		
	Box	Folder
Account book, 1979–1993	2	5
Checkbook stubs, 1978–1981	2	6
Checkbook registers, 1991-1992	3	1
Treasurer's reports, 1973–1984	3	2
Treasurer's reports, 1985–2000	3	3
Treasurer's receipts, 2001–2006	3	4
Fundraiser documents, 1998-2004	3	5
Series 4: Officers and committees documents, 1956–2000; undated		
	Box	Folder
Officer and Committee Chair job descriptions, 1976–2000; undated	3	6
Archivist documents, 1983; undated	3	7
Flower and Gift Committee documents, 1977–2000; undated	3	8
Flower and Gift Committee reports, 1956–2005	3	9

Series 4: Officers and committees documents, 1956–2000; undated

Membership Committee memberships, 1957-1989	3	10
Membership Committee memberships, 1990-2000; undated	3	11
Membership Committee receipt books, 1976–1996	4	1
Nominating Committee documents, 1980-2001; undated	4	2
Program Committee documents, 1960–1986	4	3
Program Committee, cardiopulmonary resuscitation (CPR) course, 1978	4	4
Program Committee movies documents, 1979–1980	4	5
Program Committee programs, 1968–1989	4	6
Program Committee programs, 1990–2007; undated	4	7
Scholarship Committee documents, 1972–1978; undated	4	8
Social Committee documents, 1975-1997	4	9
Social Committee events, 1973–1984	5	1
Social Committee events, 1985–2007; undated	5	2
Social Committee retirements documents, 1973–2005; undated	5	3

Series 5: Newsletters, 1953–2001

Photographs, 1994–2003; undated	5	4
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Program and Social Committee events and photographs, 1994-1996	5	4
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Series 5: Newsletters, 1953–2001

	Box	Folder
"Affairs of State" newsletter, 1953–1957	6	1
"Affairs of State" newsletter, 1957-1962	6	2

Series 6: Correspondence, 1963–2003, undated

	Box	Folder
Correspondence, 1963–1988	6	3
Correspondence, 1989–1995	6	4
Correspondence, 1996–2003; undated	7	1

Series 7: Subject files, 1936–2001, undated

	Box	Folder
Open house documents, 1977	7	2
Assessing Library Staff Development profile, undated	7	3

Series 7: Subject files, 1936–2001, undated

Staff Association handbooks, 1954-2000	7	4
Staff Survey Association membership documents, 1979	7	5
Staff Survey Association reorganization documents, 2000-2004	7	6
Thank you cards, 1984–2005	7	7
Thank you cards, undated	7	8
Jean Jose files, 1966-1987	8	1
Jean Jose files, 1988-1990	8	2
Miscellaneous, 1967–1989; undated	8	3
Vending issue, staff room, supplies documents, 1936-2001	8	4